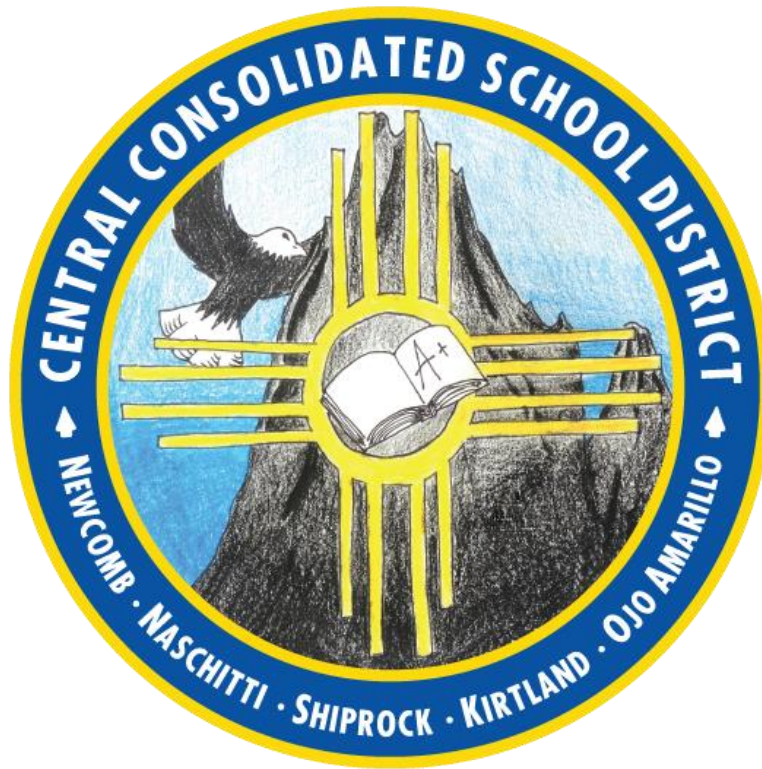


District Vehicle Use



Procedures

January 2019

Purpose

To outline procedures for District owned vehicles, and to ensure that staff who drive district owned vehicles in their course of work demonstrate safe, efficient driving skills and other good road safety habits at all times and to maintain all district owned vehicles in a safe, clean and roadworthy condition.

All persons involved with the District owned vehicles are responsible to become thoroughly familiar with the district vehicle use procedures.

A copy of this signed page will be placed on file to indicate that the CCSD Employee did receive a copy of this procedures on the date of receipt.

Employee _____ Date _____

Supervisor _____ Date _____

GENERAL PROCEDURES

1. Only Board members or District approved employees may drive district owned vehicles.
2. All authorized drivers must complete all certification, training and licensing requirements in accordance with board policy. All District-owned vehicles are used only for official purposes. No unauthorized drivers will operate or use the District-owned vehicles. Unauthorized drivers will not transport unauthorized passengers in District-owned vehicles.
3. The Superintendent will ensure the transportation procedures adopted by the School Board and federal/state laws are implemented and enforced by School District employees and administrators. In his/her absence, the Superintendent may delegate the responsibility for supervision and management of the school transportation program to the School Transportation Supervisor and/or another administrator or staff member.
4. The Superintendent or designee will verify the current qualifications and training records of each authorized driver. Background and reference checks are verified in accordance with applicable laws.
5. The Superintendent or designee will adhere to all applicable federal and state employment requirements when designating, employing, or retaining an authorized driver, whose regular or essential job duties include driving District-owned vehicles.
6. All purchased vehicles must meet applicable United States Department of Transportation Federal Motor Vehicle Safety Standards.

REQUIREMENTS FOR DRIVERS

1. Complete a fingerprint-based background check.
2. Submit a copy of a valid driver's license.
3. Submit a copy of driver's current driving record through New Mexico motor vehicle division or the national driver register or other states' motor vehicle division.
4. "Out of State" drivers must submit a copy of their driving record every 6 months.
5. Must complete a Defensive Driving Course that is nationally recognized and approved by the department. The certificate of completion shall be dated within four years.
6. A monthly license check will be conducted through the New Mexico Interactive – database from NMMVD.
7. The District-owned vehicle will be used for District business only.
8. No authorized driver is allowed to use a District-owned vehicle for personal errands or to conduct personal business. Use of such vehicles for purposes inconsistent with authorized use may be considered an act of insubordination warranting employee discipline.
9. Nothing in this procedure will be construed to prohibit the use or occupancy of a District-owned vehicle to render legitimate emergency aid or assistance to any person.
10. A school employee who permits a school vehicle to be driven by an unauthorized driver will have his or her driving privileges suspended or revoked. They may be held personally liable to the extent permitted by law, for any personal injury, death or property damage arising out of the unauthorized use.
11. Vehicles shall not be driven to and from an employee's home, except when approved by the Superintendent and/or School Board.
12. The authorized driver will obey all traffic laws, ordinances, and will not abuse a District-owned vehicle.

13. The authorized driver will not operate the District-owned vehicle in such a manner as to cause on-board accidents by jerking, stopping suddenly, or swerving unnecessarily.
14. The authorized driver will turn off the ignition, remove the keys, close all windows, and lock all the doors of a District-owned vehicle when the vehicle is left unattended.
15. The authorized driver may be assessed for the loss or damage of a school owned vehicle if the loss or damage was caused by DUI/DWI or reckless driving.
16. Each District-owned vehicle will carry a first aid kit.
17. All authorized drivers are required to use proper safety procedures for that vehicle as required by the manufacturer. The utilization of seat belts when the unit is in motion is mandatory.
18. All authorized drivers will keep maintenance schedules, servicing in accordance to manufacturers' recommendations.
19. All authorized drivers will keep a daily log of mileage, fuel transactions, and services. The logs will be submitted to their department secretary each month.

DRIVERS' LICENSES/SUSPENSION

1. A valid driver's license is required to operate all district owned vehicles
2. No driver will be allowed to operate a district owned vehicle if the person's driving license is suspended, revoked, or otherwise disqualified.
3. No driver will be allowed to operation a district owned vehicle if the person has been convicted of a DWI or DUI within three years of the date of application for employment, or convicted two or more times for DWI or DUI.
4. No driver will be allowed to operate a district owned vehicle if the person has been convicted of a DWI or DUI between three years and 20 years to the date of application unless the person provides written verification from a licensed counselor or physician that the person has successfully completed an alcohol or drug abuse program. On-line programs are not acceptable.
5. No driver will be allowed to operate a district owned vehicle if they had their license suspended or revoked within five years of the date of application for any serious traffic offense or been convicted of more than three serious traffic offenses within three years of date of application.
6. No driver will be allowed to operate a district owned vehicle if they have been convicted of any felony within the previous 10 years, or there exist other reasonable grounds related to the services of students

DRUG AND ALCOHOL TESTING FOR DRIVERS

1. The authorized drivers of all District-owned vehicles, are required to meet the requirements of the Controlled Substances and Alcohol Use and Testing in accordance with **49 C.F.R. Part 382**. In addition, authorized drivers of District-owned vehicles whose position is designated as a safety sensitive job will be subject to drug and alcohol testing. The testing to be instituted will include:
 - pre-employment testing
 - random testing
 - reasonable suspicion testing
 - post-accident testing
 - return to duty testing
 - follow up testing
2. Upon being notified by your supervisor you must report to the location closest to your work site. You must bring a pictured ID to present to the test administrator. Failure to report for testing will be considered a refusal to take an alcohol or drug screening test. It will be treated in the same

manner as a test that is confirmed positive and you will relinquish your privilege to drive a District vehicle for five years. The driver will be required to complete the District drug and alcohol referral process or you may be recommended for termination.

3. Employee Notification for Required Alcohol and Drug Testing: In the event that the driver is involved in an accident where you are issued a citation or involves a fatality regardless of fault, you must be tested within two (2) hours. Contact your supervisor immediately. This is your responsibility!

CONTROLLED SUBSTANCE/TOBACCO RESTRICTIONS

1. All District-owned vehicles are alcohol, drug and tobacco free areas.
2. The authorized driver will not use alcoholic beverages and controlled substances prior to or during duty hours.

ACCIDENTS

In the case of any accident involving a District-owned vehicle, the authorized driver will:

1. Stop immediately, making sure you are not obstructing traffic.
2. Ensure your own safety first.
3. Protect the accident scene, without moving the vehicle.
4. Assist any person injured in the accident.
5. Notify police, your supervisor, and the Superintendent if needed.
6. Obtain information such as names, address of the other vehicle owner, license numbers, registration numbers, insurance information, location, time, road and weather conditions, and a listing of all passengers. If possible, names of any witnesses.
7. Make no admission of liability or assume responsibility for the accident.
8. Give your name and address and company details.
9. If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details. Contact Police and your supervisor.

PRE/POST TRIP REQUIREMENTS

All authorized drivers of district-owned vehicles are required to perform at a minimum, the following duties:

1. Safe and efficient operation of the district-owned vehicle in accordance with Federal/State, and Local Statutes and Regulations.
2. Daily pre-trip operational check of the district-owned vehicle to include:
 - a. Wheels, tires, and exterior of vehicle
 - b. All glass, mirrors, windshields, wipers.
 - c. Oil, water, and any other fluid leaks (power steering/brakes, transmission, differential, etc.)
 - d. Engine compartment for serviceability: battery, belts, wiring, proper oil and water levels.
 - e. All gauges, seats, and interior of vehicle (horn, parking brake, heater, etc).
 - f. Cleanliness of vehicle.
3. The authorized driver will not operate any vehicle that does not meet the pre-trip inspection requirements. The Superintendent will establish written procedures for immediate replacement or repair of a vehicle that fails to meet pre/post trip inspection requirements.

4. The authorized driver will report in writing on the appropriate forms signed by the driver all faulty or improperly functioning equipment to the appropriate school District administrator or his/her designee.

MOVING TRAFFIC VIOLATIONS

1. Any employee operating a district owned vehicle is expected to obey all traffic laws and regulations. Any employee receiving a citation while operating a district owned vehicle is responsible for paying the cost of the citation and any other expenses incurred as a result of the citation.
2. Violations such as parking tickets are also the responsibility of the employee in charge of the district owned vehicle when such ticket is issued.
3. Should any employee have his/her driver's license suspended or revoked, the employee will notify their supervisor immediately.
4. Failure to report any traffic violations may include disciplinary action.

CELL PHONE/PERSONAL COMPUTING DEVICE USAGE

1. Texting or typing with any device is prohibited.

FUEL FOR VEHICLES

1. Authorized district drivers will be assigned a PIN and will be able to obtain fuel in District or with the use of a purchasing fuel card.